



GSA SmartPay



Winter 1998

*The Smart Way
to do Business*

What is GSA SmartPay?

In 1998, GSA awarded five contracts that provide Federal agencies a new way to pay for commercial goods and services as well as travel and fleet related expenses. With GSA SmartPay, you have a choice of leading-edge card services to help you do your job more efficiently.

GSA SmartPay

The GSA SmartPay contracts are effective from November 30, 1998 through November 29, 2003, with five 1-year options to renew. Awards were made to five service providers: Citibank, First National Bank of Chicago, Mellon Bank, NationsBank, and U.S. Bank.



What are the Benefits of the GSA SmartPay Program?

Flexibility

- Create a program to meet your unique needs
- Combine basic core services with customized value added features
- Match agency requirements with service provider capabilities

From electronic commerce to smart cards, we have solutions to take you into the future.

Choice

- Choose from five contractors
- Select an individual contractor for each business line (purchase, travel, and fleet services), or different business line combinations, or a single contractor for all business lines
- Change service providers when advantageous
- Add commercially available card program services as needed

Performance-Based Refunds

When you use GSA SmartPay, you are eligible to receive a refund on your net charge volume.

Refunds vary for each contractor and by business line. You are free to negotiate additional refunds for your organization.



Integrated Card

Streamline Purchasing Process

- Eliminate the issuance of purchase orders and the receipt of invoices
- Reduce administrative costs and improve cash management by eliminating the need for imprest funds, third party drafts, and “cash on hand”
- Consolidate purchases from many suppliers into a single invoice
- Use electronic shopping catalogs

Implement a Single Card Solution

- Combine more than one business line on a single card to simplify account set up and maintenance, card issuance, and cardholder services
- Integrate purchase, travel and fleet business lines to streamline “backroom” processes of transaction processing and reporting, accounting, invoicing, reconciliation and payment
- Carry one card

Maximize administrative savings by integrating services on a single card.

Simplified Accounting

GSA SmartPay can assist you with streamlining financial operations and accurately allocating costs. Electronic access systems assign a default accounting code to each cardholder that identifies the account/project to which that person usually bills expenses. These accounting codes may be revised as necessary to allocate costs to other projects. Through contractor provided interfaces, accounting data is downloaded to government finance and accounting systems.

Purchase Fleet Travel

Easy to Use and Readily Accepted

GSA SmartPay is easy to use and readily accepted for both commercial and intergovernmental purchases. GSA SmartPay cards work just like any other corporate credit card. GSA SmartPay offers worldwide acceptance at the places where you do business. Depending on the contractor you select, you will have a choice of brands.

Purchase = *VISA or MasterCard*

Travel = *VISA or MasterCard*

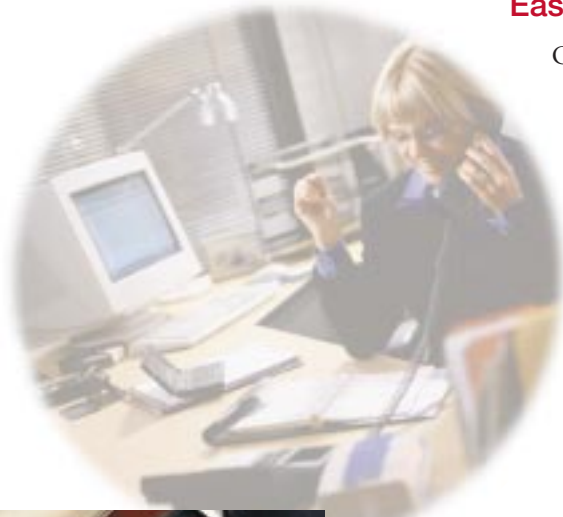
Fleet = *Voyager or MasterCard*

Quick Access to On-line Data

Do it electronically – The Government envisions the use of card-based systems as essential tools in its migration from paper-based to electronic systems. Organizations are looking to automate their business processes, replacing labor intensive processes with electronic transactions and document flows.

- Access program and transaction data using browser based software
- Electronically perform program management functions such as cardholder setup, account maintenance, and account reconciliation
- Review and download reports via the electronic access system
- Streamline the administration of accounts including reviewing statements

With over forty standard reports and ad hoc reporting capabilities, you will know where, when, and how your organization is making purchases.



Travel Card



Fleet Card

Expand the Use of GSA SmartPay Cards to Maximize Your Benefits

There are many simple ways to expand your agency's card usage:

Increase the number of cardholders

- Use for all purchases to the maximum extent practicable
- Use as a payment option under existing agency contracts
- Use for intergovernmental payments
- Require merchants/contractors to accept the card
- Pilot new card technologies such as smart cards and electronic malls
- Discuss other options with your agency program coordinator

Use GSA SmartPay as a Management Tool

- Easily direct where and how employees make purchases
- Block purchases from certain types of merchants or from a specific merchant for an individual cardholder
- Systematically enforce cash management and acquisition policies
- Initiate exceptions to spending limits
- Direct purchases for certain products or services to a preferred supplier who offers advantageous pricing

Handling Disputes

There is a standardized dispute process for handling returns. If a problem with merchandise or services cannot be resolved between the merchant and the cardholder, cardholders may dispute the transaction. All parties agree to follow an established process with predetermined steps for resolution of disputes. Disputes may be initiated through the contractor's electronic access system.

Security Issues

Contractors have procedures in place to protect the integrity, security and proper functioning of all databases and systems. The databases and information processing systems have security measures to protect against deliberate or inadvertent loss, degradation, alteration, release or damage of information from unauthorized access. All contractors have warranted that any product, electronic system, or authorization system provided is year 2000 compliant.



Purchase Card

US Bank

1400 Eye Street NW, Suite 530
Washington, DC 20006
Phone: 202-408-0101
Fax: 202-408-7686
www.usbank.com/impac

First Chicago

1776 Eye Street NW, Suite 800
Washington, DC 20006
Phone: 202-833-6589
Fax: 202-833-6677
www.1stchicagofederalcard.com

NationsBank

DC9-909-01, 1801 K Street NW
Washington, DC 20006
Phone: 888-648-1000
Fax: 202-624-5556
www.nationsbank.com/government

Mellon Bank

Room 153-3402,
Three Mellon Bank Center
Pittsburgh, PA 15259-0001
Phone: 800-424-3004
Fax: 412-234-2864
gsa.mellon.com

Citibank

1101 Pennsylvania Avenue NW,
Suite 1000
Washington, DC 20004
Phone: 888-241-1514
Fax: 203-975-6714
www.citibank.com

How do I Learn More About the GSA SmartPay Contractors?

Our GSA SmartPay contractors are eager to discuss the program with you. They are interested in sharing information about their products and services and are available to share ideas to simplify your travel, purchase and fleet payment needs. For information, contact them directly or visit their websites.

How to Reach GSA

Visit our website for frequently updated information and publications such as contract modifications, our Program Guide, our Task Order Guide, agency task orders, contractor information and GSA points of contact.

<http://pub.fss.gsa.gov/services/gsa-smartpay>

General Services Administration

Federal Supply Service

Services Acquisition Center (FCX)
1941 Jefferson Davis Highway
CM #4, Room 507
Arlington, VA 22202
(703) 305-6658

Shop the Smart Way with GSA SmartPay

Once you have a GSA SmartPay purchase card for streamlining your payment and purchasing processes, you can expand the benefits of using your card by getting your products and services from GSA's Federal Supply Service (FSS). Our primary mission is to make it easy for you to procure state-of-the-art products and services at fair and reasonable prices. Whether ordering direct from GSA or through one of our schedule contractors, payment with your purchase card maximizes your savings.



GSA Federal Supply Service and Your Purchase Card – An Unbeatable Combination

You don't even have to leave your desk to order from GSA. Now, with a connection to the World Wide Web, you can quickly browse through the *GSA Advantage!*TM on-line shopping mall for thousands of commercial products and services. Please visit our website at <http://www.fss.gsa.gov>. If you do not have Internet access, no problem. GSA distributes *GSA Advantage!*TM ACCESS software that can easily be installed on your computer. If ordering from the web does not appeal to you, simply call the GSA Customer Supply Center on 1-800-525-8027 and we will place the order for you.

When you purchase from GSA you can be confident that you are in compliance with Section 8 of the FAR and all other acquisition regulations. GSA is the primary distributor of products and services from many required sources of supply such as the Federal Prison Industries, the National Industries for the Blind, and NISH.

FSS Professional Service Programs

In addition to the GSA SmartPay card, FSS offers a wide variety of professional service programs to the Federal community through our Multiple Award Schedule program.



- Auditing and Financial Management Support Services
- Financial Asset Services
- Business Information Services
- Equal Employment Opportunity Services
- Government Employee Relocation Services
- Temporary Clerical & Professional Support Services
- Domestic Express Small Package Delivery
- Discounted Commercial Air Transportation Services
- Management, Organizational, and Business Improvement Services

Our offering of professional services is rapidly expanding. Please contact us on 703-305-6658 to learn more about recent program developments.





GSA SmartPay

General Services Administration • Federal Supply Service

Services Acquisition Center (FCX) • 1941 Jefferson Davis Highway

CM #4, Room 507 • Arlington, VA 22202 • (703) 305-6658

<http://pub.fss.gsa.gov/services/gsa-smartpay>